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State Superintendent of Public Instruction

**CALIFORNIA  
DEPARTMENT  
OF  
EDUCATION**

721 Capitol Mall

P. O. Box 944272

Sacramento, CA

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September 8, 2000

County and District Superintendents

Subject: Electronic Transfer of Financial Data

Dear County and District Superintendents:

We are pleased to offer a new software application for local educational agencies (LEAs) reporting in the standardized account code structure (SACS) format. Using this application, county offices of education (COEs) will be able to electronically transfer (eTransfer) unaudited actual SACS data for districts, joint powers agencies (JPAs) and the COE to our office over the Internet. We invite your county to consider using the application to transmit 1999-2000 unaudited actual SACS data to us this year.

Last year, as part of the 1998-99 SACS unaudited actual reporting cycle, we pilot tested the collection of SACS data via the Internet. Five counties participated in the pilot test and two ultimately submitted 55 SACS data sets successfully over the Internet.

Since last year's pilot program, we have made the following application/process refinements:

- A mechanism to allow counties to electronically certify data sets has been built into the application, thus eliminating the need to mail a hard copy certification.
- The application now runs on the California Department of Education's (CDE) Internet server, thus eliminating the need for the county to download and install software. This application requires the county office to use the Microsoft Internet Explorer browser (IE 4.0 or higher).
- When data are submitted and/or certified, an e-mail message is automatically transmitted to the superintendent and chief business officer at the county office to confirm our receipt of the data.
- Additional security will be added to CDE's web server (specifically Secure Socket Layer) so that data will be encrypted en route and county office personnel can be assured that the data they transmit is sent only to the CDE.

Following is an outline of the electronic submission process:

1. The CDE's School Fiscal Services Division (SFSD) mails the *Request for SACS2000 eTransfer Access* form (included with this letter) to COEs.

2. The COE completes and returns the *Request for SACS2000 eTransfer Access* form to SFSD.
3. SFSD sends an e-mail message containing the county's login ID and password to the person that the county superintendent has indicated will be responsible for uploading and certifying the SACS data.
4. When SACS2000 unaudited actual data are ready for submission, the COE logs into CDE's web server and uploads and certifies SACS data. (See Attachment A for an example of the SACS eTransfer certification page.) The data transferred will be the data file(s) exported from the SACS2000 unaudited actual software.
5. When data have been uploaded and/or certified, CDE's web server automatically sends an e-mail summarizing the transaction to the county superintendent, county office chief business officer and SFSD staff.

Because SFSD will no longer be receiving certifications from those LEAs participating in the SACS2000 eTransfer, we will rely on county offices to ensure that the certifications are in their possession and have been duly completed/signed. Therefore, it is important that each county office establish the following practice when submitting SACS data via the Internet:

*Prior to certifying SACS financial data, the county must have on file all applicable certification forms from the SACS software that contain signatures from those people vested with the authority to certify the data.*

*In the case of school district and/or joint powers agency data, the persons with the authority to certify the data are the board clerk/secretary and the superintendent of the county office of education (or designee).*

*In the case of county data, the person with the authority to certify the data is the superintendent of the county office of education (or designee).*

If your county is interested in submitting unaudited actual SACS data using the SACS2000 eTransfer System, please complete and return the attached *Request for SACS2000 eTransfer Access* form to the address below by Friday, September 22:

School Fiscal Services Division  
Attn: SACS2000 eTransfer Project  
560 J Street, Room 170  
Sacramento, CA 95814

If you have any questions, feel free to contact Sonya Edwards ([sedwards@cde.ca.gov](mailto:sedwards@cde.ca.gov)) or me ([cbecker@cde.ca.gov](mailto:cbecker@cde.ca.gov)) at 916-322-1770.

Sincerely,

Caryn Becker, Manager  
Financial Accountability and Information Services

CB:SEe:y2000-2501-

cc: County and District Chief Business Officials

Click here for: [Request for SACS2000 eTransfer Access Form](#)